

Getting Started With ISEE

What and Why
Data Quality, Data Accuracy
Data Stewardship

Todd King – IT Resource Manager
Christopher Campbell - Chief Technology Officer





Getting Started with ISEE

What/Why & Data Stewardship

Introduction to the purposes and functions of ISEE

- Why it's required for data submission
- What is your role as an ISEE submitter

Data Quality, Data Accuracy and Data Stewardship

The importance of accurate data at all levels

- School District
- School Building
- School Classroom



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Presentation Description

Presentation is designed for NEW district personnel, involved with collecting and managing data for ISEE reporting



Reasons why you are here: Didn't win the lottery



ISEE: Why am I here?



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Reasons why you are here: Probably feel like you drew the short straw.



ISEE: Why am I here?



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Reasons why you are here: Could be that you wear many hats within the district
Really, each person has a unique role in the process...
What role do the attendees have (direct rest of session based on attendee needs)



Yikes!



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Provide a comfortable atmosphere to reduce the “deer in the headlight” look.



Yikes!



Why yes, I'm a bit stressed.
Why do you ask?

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Our goal is to help in any way we can. Please ask questions.



Session: Purpose

- Provide a comfortable environment
- Reduce the “deer in the headlights” feel
- Provide a foundation for the day
- Provide introduction to ISEE
- Introduce new users to ISEE support team
 - Here to help, not judge
 - Ask!
 - The only stupid question...
- Q & A / Individual Support



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Breathe....No stupid questions. We're not here to judge, direct, etc...Here to help and support. Call/email anytime you have questions, concerns, thoughts, suggestions. Contact information provided at end of presentation.



ISEE: What is it?

The Idaho System for Educational Excellence (ISEE), is a comprehensive Statewide K-12 Longitudinal Data System (SLDS) which supports Idaho State Department of Education (SDE) unified data reporting, state and federal requirements, budgeting and funding processes and delivers information to educational stakeholders to create data driven decisions.



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Idaho System for Educational Excellence

ISEE Data Collection began in 2010-2011

Comprehensive K-12 Educational Statewide Longitudinal Data System (SLDS)

ISEE is the name branded to Idaho's SLDS.

It is the whole umbrella.

Basic overview. Go deeper if needed.



For a visual perspective

ISEE = The whole data system

ISEE Data Collection and Submission = A foundational part of ISEE



ISEE: What is it? (cont'd)

What kind of data?

- * Student Data
 - *Demographics, Courses, Attendance*
 - *Special Programs, Test Results*
- * Staff Data
 - Demographics, Employment, Assignments
- * District/School Data
 - Calendars, Disciplinary Actions



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Data Collection, Submission, Validation...

Student Demographics, Student Daily Attendance, Student Course Enrollment, Gifted and Talented/Special Education, Staff Demographics, Staff Assignments, District Calendar, Program Contacts, Disciplinary Actions



ISEE: What is it? (cont'd)

- ISEE Portal
- EDUID (Ed Unique ID)
- IDCI (District Contact)
- Resources
 - Required Data Elements
 - ISEE Submission Schedule
 - Admin Tool Training
- SRM (Reporting)



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Data Applications

ISEE Portal – List of applications which user(s) are provisioned access to

EDUID – Application used for retrieving and creating EDUID's

What is an EDUID? – Unique Identifier used for reporting

IDCI – Idaho District Contact Information

Admin Tool Training – Manual, Application, Role Provisioning

SRM – State Reporting Manager



What is the data used for?

- Running State and Federal Reports

- Funding Calculations

- SDE Applications used by Districts for programs

 - EdFacts

 - Title Programs

 - Funding

 - Grad Rate

 - State Grants

 - Special Education

 - Child Nutrition

 - Idaho Reading Indicator

 - Teacher Certification

 - Staff Apportionment

 - Academic Reimbursements (Adv Opportunities)

 - Many more...



ISEE: When is it?

ISEE Data Collection

How often is the data collected?

- * Reported up to six times a year
- * Reported cumulative or periodically
- * Reported anytime needing corrections*



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Corrections may happen at anytime. Approval needed from Public School Finance for funding adjustments.



ISEE: When is it? (cont'd)

Submission Type	Collection Period (Data)	Submission Period
ISEE Summer Alternative 2016 v6	05/23/2016 – 08/19/2016	08/05/2016 – 08/19/2016
ISEE October 2016 v7	08/20/2016 – 09/30/2016	09/30/2016 – 10/17/2016
ISEE November 2016 v7	10/01/2016 – 11/04/2016	11/04/2016 – 11/18/2016
ISEE March 2017 v7	11/05/2016 – 03/03/2017	03/03/2017 – 03/17/2017
ISEE May 2017 v7	03/04/2017 – 05/05/2017	05/05/2017 – 05/19/2017
ISEE End of Year 2017 v7	05/06/2017 – 06/16/2017	05/20/2017 – 06/16/2017

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Submission Type – Just a name to identify the Collection/Submission Periods

Collection Period – Range of dates for the Submission Type

Submission Period – Range of dates to upload, validate and submit the data to the state.



ISEE: Where is it?

<http://www.sde.idaho.gov>

+



<http://www.sde.idaho.gov/tech-services/isee>



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Where to find more information about ISEE from the State Department of Education website



ISEE Webpage (not the ISEE Portal)

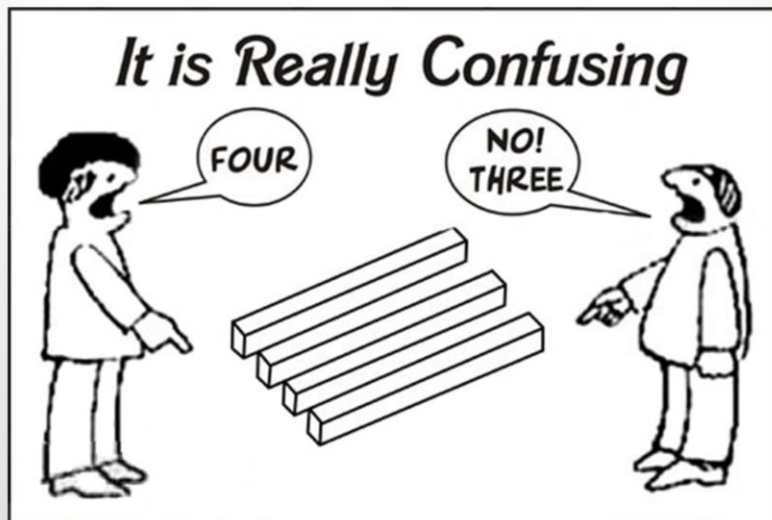
For resources, manuals, forms and data collection information



Data Quality Data Accuracy

Rick Kennedy - Academic Services
Support & Professional Development

Data Accuracy



Not everyone see's data the same way.

Data Accuracy

7H15 M3554G3
53RV35 70 PROV3
HOW OUR M1ND5 C4N
DO 4M4Z1NG 7H1NG5!
1MPR3551V3 7H1NG5!
1N 7H3 B3G1NN1NG
17 W45 H4RD BU7
NOW, ON 7H15 L1N3
YOUR M1ND 1S
R34D1NG 17
4U7OM471C4LLY
W17H OU7 3V3N
7H1NK1NG 4B0U7 17,
B3 PROUD! ONLY
C3R741N P3OPL3 C4N
R3AD 7H15.

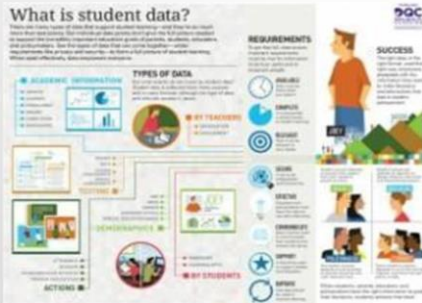
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Some people see data as data...
Accuracy gives it meaning.



Successful Data Accuracy Process

Success: The right data, in the right format, used in the right way, empowers EVERYONE with the information they need to make decisions and take actions that lead to student achievement.



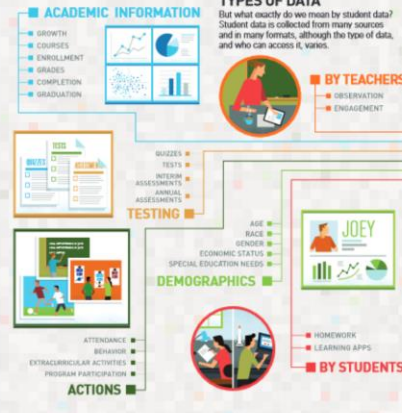
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Successful Data Accuracy Process

What is student data?

There are many types of data that support student learning—and they're so much more than test scores. But individual data points don't give the full picture needed to support the incredibly important education goals of parents, students, educators, and policymakers. See the types of data that can come together—under requirements like privacy and security—to form a full picture of student learning. When used effectively, data empowers everyone.



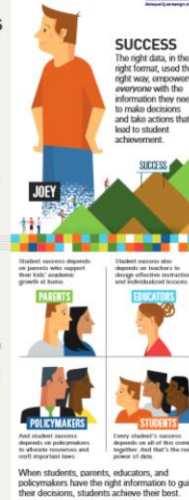
REQUIREMENTS

To get that full, clear picture, important requirements must be met for information to be truly useful and to empower people:



SUCCESS

The right data, in the right format, used the right way, empowers everyone with the information they need to make decisions and take actions that lead to student achievement.



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Create a process which includes everyone
Round table discussions of equal importance



Data Accuracy

Requirements for Success

Available

Data **MUST** be there when you need it.

To whom is it available?

How is it displayed?

How often is it refreshed?

Who owns it?

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Data Accuracy

Requirements for Success

Complete

Data **MUST** provide the whole picture of student learning.

- Academic
- Assessment
- Homework
- Behavior
- Demographic
- Other...

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Data Accuracy

Requirements for Success

Relevant

Data **MUST** be relevant to your needs.

What?

Why?

Who?

How?

When?

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Data Accuracy

Requirements for Success

Secure

Data **MUST** be safeguarded and trustworthy.

What is your district or building's data security policy?

Does every district employee understand the policy?

Do students understand the data security policy?

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Data Accuracy

Requirements for Success

Effective

Educators and policymakers **MUST** have the skills to use data effectively.

Employee surveys on the use of technology

Professional Development on the use of data based technology or software

Students can be a great resource for professional development on the use of technology

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Data Accuracy

Requirements for Success

Communicate

Data **MUST** be used to communicate how students and schools are doing.

District or Building **COMPREHENSIVE** communication plan!

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Data Accuracy

Requirements for Success

Support

Data **MUST** be used to support students, leaders and educators.

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Data Accuracy

Requirements for Success

Improve

Data SHOULD be used to improve learning

Not... gotcha!

Data does not define a student!

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Data Stewardship

Rick Kennedy - Academic Services
Support & Professional Development





What is DATA Stewardship?

DATA Stewardship equals taking responsibility for a set of data for the well being of the larger organization, and operating in service to, rather than in control of, those around us.



We are all *DATA STEWARDS*



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IDAHO SYSTEM FOR EDUCATIONAL EXCELLENCE



What is DATA Stewardship?

A Data Steward is:

- One who manages another's facts
- Ultimately responsible for the definition, management, control, integrity or maintenance of district, building, or classroom data.



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A **Data Steward** is one who manages another's facts or information to ensure that they can be used to draw conclusions or make decisions. **Data Stewards** are "keepers of the flame" in terms of **data quality**. They are responsible as stewards to **serve and protect** the customers' needs or assets (consider an airline steward or a trustee). Data stewardship is primarily the job of the professionals who gather and maintain data. Although they have significant support roles to play, stewardship cannot simply be delegated to the IT or secretarial roles.

The data steward may be the program director, business manager, teacher or another person within the district that is in charge of the reporting of this data and of the uses within the district.

Data Stewards are those individuals ultimately responsible for the definition, management, control, integrity or maintenance of district, building, or classroom data. All Data Stewardship information will be maintained as a form of meta-data and will be made available to the district through on-line accessibility.

Data Stewards **Should** Be Accountable by Job Description - Individuals designated as stewards will have specific District data accountabilities (such as data definition, data production and data usage) incorporated into their job descriptions.

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Who are DATA Stewards?

The responsibilities of Data Stewards are the same, regardless of where the person falls within the district.

- Be accountable for integrity and quality of data personally gathered/updated.
- Create data standards and business rules.
- Follow formal established process.
- Ensure that information meets customer needs.



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Many of the responsibilities of Data

**Stewards are
the same,
regardless of
where the
person falls
within the**

organization.

Be

accountable

for integrity

and quality

of data

personally
created/upda
ted.

Data
stewards
are

responsible
for
**establishing
requirements
s and
assessing**

**the quality of
the data in a
database or a
portion of a
database**

used to
make any
official
decision.

Data quality
means

**fitness for
intended
use.**

**Create data
standards
and business**

rules. Follow
formal
established
process.

**Data
stewards**

are
responsible
for leading or
supporting
the data

**standards
efforts.**

These efforts
should follow
the

ISEE

Playbook as
provided by
the SDE.

Ensure that
information

meets
customer
needs.

Can the
data be
relied on to

be correct?
Are they in
a format
that is
readable
and

understand
able?

Is there
current
documentat
ion on the

data such as
when they
were
collected,
where, how,
by whom,

and under
what
conditions?

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Who are DATA Stewards?

- Establish data access security requirements.
- Ensure official agency records requirements are being met.
- Ensure data documentation is developed and maintained
- Participate in the data management teams
- Be active advocates of data management.



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Establish data access security requirements.
Ensure official agency records requirements are being met.

State and District rules regulate the disposal of all types of records, including alphanumeric and spatial datasets.

Always involve your Records Manager/Administrator early in the data collection planning process.

Ensure data documentation is developed and maintained

Participate in the data management team for your geographic area (national, state, local).

Employees who have roles and responsibilities for data management need to work together.
Be active advocates of data management.
Endorse good data management practices, use them, and share them.



Who are DATA Stewards?

All district employees ***should*** have specific District data accountabilities (such as data definition, data collection and data usage) incorporated into their job descriptions.



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DATA Stewardship Policy

Idaho schools districts should have Data Stewardship policies

- **Data Stewardship policies** provide consistent, clearly defined steps to gather, compile, save and report data.
- **All district employees** understand and agree to the Data Stewardship policies.



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ISEE
ROADSHOW

IDAHO SYSTEM FOR EDUCATIONAL EXCELLENCE

DATA Stewardship Policy

This policy establishes specific requirements for handling sensitive digital information

- **Scope**
- **Policy**
- **Storage**
- **Backup**
- **Mobile Devices**
- **Transmission**
- **Passwords**



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This policy establishes specific requirements for handling sensitive digital information .

Scope: This policy applies to all employees and students of School District, as well as temporary workers, consultants, vendors, and any other parties that have a relationship with the District.

Policy: It is the obligation of everyone to protect the confidentiality of sensitive information, all of which may be released only when properly authorized. The following guidelines apply specifically to sensitive information in digital format:

Storage. Whenever technically feasible, sensitive

information should be stored on network file space in restricted directories, not on an office computer or a removable storage device (e.g., USB key, CD, or DVD). If a computer must be used to store sensitive information, it must be in a secure location, and each individual authorized to use the computer should have a unique logon with a strong password. Sensitive information should not be stored on a laptop unless absolutely necessary. It should also not be stored in the Cloud using Google Docs, Dropbox, or any other service.

Backup. All sensitive information should be backed up, and backups should be stored on the network.

Mobile Devices. Special care must be taken when traveling with sensitive information on a portable device. Access to your laptop, PDA, or other mobile device should require a strong password where supported. Sensitive information should only be stored on mobile devices temporarily, and should be deleted when no longer needed.

Transmission. Sensitive information must be transferred only over secure media. If a medium is not secure (e.g., the Internet), mechanisms to secure the data must be used (e.g., unencrypted files transferred over a Virtual Private Network or

encrypted files transferred over an insecure network).

Passwords. Users with access to sensitive information should use strong passwords for their Network IDs and Banner accounts, and change these passwords regularly.

ISEE
ROADSHOW

IDAHO SYSTEM FOR EDUCATIONAL EXCELLENCE

Why DATA Stewardship?

- Student's information
- Certified Upload
- Funding
- Demographics
- Progress Monitoring
- Accountability
- Efficiency
- Team Work



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Student's information.....generating of information
that cycles to and from the classroom.....elaborate
as to how that affects the student for future
teaching and behavioral enfluence

Certified Upload

Funding

Demographics


Progress Monitoring

Accountability

Efficiency


Team Work

IDAHO SYSTEM FOR EDUCATIONAL EXCELLENCE



Why DATA Stewardship?

State Board of Education 33-120. **Uniform reporting-** The state superintendent of public instruction shall prescribe forms and format for uniform accounting for financial and statistical reports and performance measurements to provide consistent and uniform reporting by school districts.



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Certified Upload
Funding
Demographics
Progress Monitoring
Accountability
Efficiency
Team Work



Why DATA Stewardship?

WE ARE ALL *DATA STEWARDS*



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ISEE: Help!

ISEE Technology Regional Support

<http://sde.idaho.gov/tech-services/isee>

ISEE Data Reporting and SDE Application Support

Amy Sigler

ISEE Technical Coordinator

Region 1 & 2

(208) 332-6981

asigler@sde.idaho.gov

Roger Evans

ISEE Technical Coordinator

Region 5 & 6

(208) 332-6982

revans@sde.idaho.gov

Cheryl McMurtrey

ISEE Technical Coordinator

Region 3 & 4

(208) 332-6941

cmcmurtrey@sde.idaho.gov

SDE Support Desk

District Support

All Regions/Districts

(208) 332-6923

support@sde.idaho.gov

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ISEE: Help!

Information Technology - ISEE

<http://sde.idaho.gov/tech-services/isee>

Todd King

IT ISEE Resource Manager, Technology Services

(208) 332-6937

tking@sde.idaho.gov

ISEE Data Reporting and Application Support

State Data Reporting;

Data Policy Guidance;

ISEE Reports, SDE Applications, Data Collection



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ISEE: Help!

Public School Finance

<http://www.sde.idaho.gov/finance>

Kathryn Vincen

Finance Coordinator

(208) 332-6841

klvincen@sde.idaho.gov

Staff Salary Based Apportionment

ISEE Staffing Data;

School Statistic Reporting



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Staffing (Salary, Employment, FTE's, Contracts...) Not Certification



ISEE: Help!

Public School Finance

<http://www.sde.idaho.gov/finance>

Pam Brewer

Financial Specialist

(208) 332-6983

pbrewer@sde.idaho.gov

Student Attendance and Enrollment

Attendance Data;

Emergency School Closure Reports;

ISEE Enrollment Reporting;

ISEE Staffing Data



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ISEE: Help!

Public School Finance

<http://www.sde.idaho.gov/finance>

Julie Oberle

Finance Coordinator

(208) 332-6846

jaoberle@sde.idaho.gov

Public School Calendars and Finance Reports

Annual Financial Reports; Audit Reports; IFARMS; Public School

Calendars; School Building Maintenance Reporting;

Strategic Planning Funds; Tuition Rates;

Charter School Facility Distributions



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ISEE: Help!

Public School Finance

<http://www.sde.idaho.gov/finance>

Brandon Phillips

Financial Specialist

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Budgeting Forms and Reporting
School District and Charter School Budgets;
School Building and District Numbering;
School District Levies;



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Local Education Agency Information Updates:

- Grade Levels Served
- Building Demographic (property) Changes



ISEE: Help!

School Choice

<http://www.sde.idaho.gov/school-choice>

Michelle Clement Taylor
School Choice Coordinator
(208) 332-6963
mtaylor@sde.idaho.gov

Methods of Education

Charter Schools – Approvals, Grade Changes;
Alternative Schools – Grade Changes, Dual Enrollment;
Magnet Schools;
Private/Home Schools



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School Choice allows parents and families the freedom to choose the method of education that will work best for their children. It allows for meaningful decisions regarding how and where their children will receive their education, whether in the public system or not. It is based on the idea that all children do not learn the same way and may have different needs, interests, or strengths to develop.



ISEE: Help!

Special Education

<http://www.sde.idaho.gov/sped>

Ivana Hotchkiss

Data & Reporting Coordinator

(208) 332-6919

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Special Education Reporting

Child Count;

Annual Determinations;

State and Federal Reports



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ISEE: Help!

Assessment

<http://www.sde.idaho.gov/assessment>

Stephanie Lee

Assessment Specialist

(208) 332-6903

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Idaho Reading Indicator

Assessment Participation Appeals; Assessment Monitoring;

Civics Assessment; Assessment Newsletter;

IRI Intervention Funding and District Applications



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ISEE: Help!

Teacher Certification

<http://www.sde.idaho.gov/cert-psc>

Cina Lackey

Certification & Professional Standards Coordinator

(208) 332-6936

clackey@sde.idaho.gov

Certification

ISEE Assignment Data Information;
Assignment Credential Reports and Funding;
Alternative Authorizations



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ISEE: Help!

Advanced Opportunities

<http://www.sde.idaho.gov/student-engagement/advanced-ops>

Tina Polishchuk

Advanced Opportunities Coordinator

(208) 332-6944

tpolishchuk@sde.idaho.gov

Statewide Advanced Opportunities Support

High School Graduation Requirements;

Advanced Placement; Dual Credit;

Early Graduation Scholarship



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ISEE: Help!

E-Rate

<http://sde.idaho.gov/tech-services/e-rate>

Todd Lawrence

State E-Rate Coordinator

(208) 332-6959

tlawrence@sde.idaho.gov

E-Rate Training

Budgeting;

Forms;

Policy, Rules, Regulations



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